



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

3 October 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Forces Command Nonappropriated Fund (NAF) Contracting
Information Letter (CIL) 98-1

1. This CIL contains information on the following:

a. Community and Family Support Center (CFSC), Contracting Directorate memorandum, dated 8 September 1997, subject: I.M.P.A.C. Credit Card Program - New Billing Account Statements and I.M.P.A.C. Card Holder Statements (encl 1).

b. Information concerning unauthorized changes to the NAF I.M.P.A.C. procedures.

c. CFSC memorandum dated 30 September 1997, subject: The Standard NAF Automated Contracting System (SNACS), Contract No. NAFBA1-96-C-0036 (encl 2).

2. Enclosure 1 sets forth detailed guidance on some of the changes in the Army's revised I.M.P.A.C. procedures. Some changes that may affect NAFIs but are not mentioned in the enclosure are:

a. The approving official can now be held pecuniarily liable for certifying unauthorized purchases.

b. "Pay and Chase" procedures - Invoice is paid in full up front with one payment. Questioned items forms shall be processed within 60 days of receipt of statement. Procedure facilitates timely payment/reduces interest penalties.

c. Improved oversight is available through electronic desktop surveillance in lieu of monthly paper reports. Information can be downloaded from the bulletin board and archived on disks (reduces paper work). The Agency Program Coordinator (APC) can see actual bank records (payments, purchases, etc.) Enhanced ad hoc reporting is available in addition to standard reports. Card holder set-up and maintenance

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can easily be done electronically by the APC using the First View software.

d. Additional information concerning changes in the program will be provided as soon as they are properly coordinated.

3. The present procedures for using the I.M.P.A.C. purchase card were recommendations of a Process Action Team (PAT) which were approved for implementation by The Deputy Secretary of Defense, John P. White. Due to untimely receipt of credit card statements, some installations have altered the NAF I.M.P.A.C. Credit Card Standing Operating Procedures (SOP) by adding steps which change the process. Since the I.M.P.A.C. credit card is an acquisition instrument, changes in the SOP will come through contracting/procurement channels. Changes to the SOP outside the acquisition channel are not authorized.

a. Added steps, such as requiring the use of a purchase request form and prior approval before each purchase, defeat the purpose of the program. The I.M.P.A.C. credit card is an acquisition streamlining tool designed to:

-- Simplify and reduce the amount of time to purchase and obtain small dollar value goods and services.

-- Give program managers more control over their budget as well as their programs.

b. New approval and payment procedures have recently been adopted by the Army. Acquisition personnel will be required to retrain approving officials and card holders in these new procedures. Documentation evidencing retraining sessions, administration, and surveillance of the program will be reviewed and rated during Contracting Management Reviews (CMRs). Contracting officers should encourage credit card personnel to surface problems with the card or procedure.

4. Enclosure 2 is notification of a temporary set back in obtaining a NAF Procurement Software package. In the meantime all should continue to work toward being placed on the installation local area network (LAN).

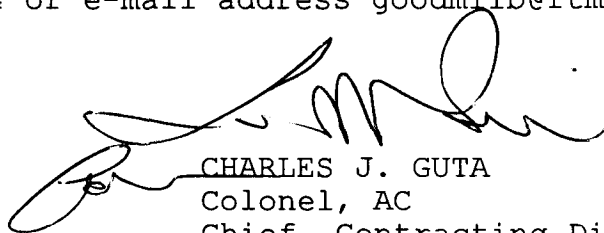
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5. Please ensure that Directors of Community and Family Activities, Chiefs of Financial Management Divisions, approving officials, and card holders receive a copy of this CIL.

6. Point of contact for items in this CIL is Ms. Brenda Good Miller, DSN 367-6224 or e-mail address goodmilb@ftmcpnsn-emh1.army.mil.

Encls
as



CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



**U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER
NAF Contracting Directorate, Policy Division
USACFSC (CFSC-NCP)
2760 Eisenhower Avenue, Suite 402
Alexandria, VA 22314**

**TEL: 703/325-0840 (DSN 221-0840)
FAX: 703/428-0769 (DSN 221-0769)**

TO: Agency Program Coordinators

FAX #:

**FROM: Goldie J. Reese
U.S. Army, NAF Army Agency Program Coordinator**

DATE: 8 September 1997

**SUBJECT: I.M.P.A.C. Credit Card Program - New Billing Account Statements and
I.M.P.A.C. Cardholder Statements.**

REMARKS: I have received several calls from the field expressing concern of how to process the new statements. I have provided below some instructions that will guide you through a smooth transition.

Approving Official (Billing Official) Responsibilities:

- (1) The Approving Official will receive a Billing Account Statement.
The new statement will be light blue in color, with a dark blue border at the top.**
- (2) When statement is received, the AO must immediately stamp the
current date at the upper right-hand corner of the statement. It must be a mechanical
stamp. (Prompt Payment procedures will be effective upon the date stamped by the
AO).**
- (3) If the approving Official is on TDY, it is the Alternate Approving Official who must carry out the
same Procedures.**
- (4) The Billing Account Statement indicates the current Account Balance on the first sheet and all
following documentation will state the cardholders' names and transactions for that billing
period.**
- (5) The AO must review the Billing Account Statement and compare it with Cardholder Statement.**
- (6) The AO is responsible for gathering all of the cardholders' statements that will pertain to a
particular Billing Account Statement.**
- (7) The AO must date and sign each page on the back of their Billing Account Statement before
sending the statement to the Account or Billing Office. (A pre-printed certification appears on
the back of each sheet).**
- (8) It is the AOs responsibility to send the Billing Account Statement (to include the cardholders'
statements) as a consolidated package to the NAF Accounting or Billing Office.**

- (9) The Cardholder will no longer send their individual Cardholder Statement to the Accounting or Billing Office.

Cardholder Responsibilities:

- (1) The Cardholder will receive an I.M.P.A.C. Cardholder Statement of Account each month. The statement will be white and grey in color. The size of the statement is the same as the previous statement.
- (2) The cover sheet will indicate an Account Summary. The pages following will indicate the Monthly Activity, Description, MCC Code, Reference Number, Posting Date, Auth. Code, and Amount.
- (3) Under each Transaction Activity there will be a given space for description explanation. In the space marked "Description", the cardholder must indicate description of items purchased and accounting code.
- (4) The cardholder must submit the entire statement to their Approving Official in a timely manner. A photo copy of the statement must be maintained with the cardholder "Log Sheet" file.

Agency Program Coordinators (APCs) will provide all Approving Officials and Cardholders a copy of this fax.

I have requested that the I.M.P.A.C. Card Services send me the instructions and procedures on how to fill out the new forms and to specify their proper use. The information will be forwarded to your installation as soon as possible. I.M.P.A.C. will send all APCs a Guide that will assist and explain the new program. Upon receipt, APCs will provide this information to all Approving Officials and Cardholders. We are reviewing the Army-Wide Standing Operating Procedure for use of the I.M.P.A.C. Credit Card for US Army NAF Instrumentalities to implement future changes.

If you have any questions, please contact me at your convenience at DSN 221-0840 or (703) 325-0840.

FAX TRANSMITTAL

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INFORMATION

To	Brenda Good Miller	From	Marilyn Clarke
Dept./Agency	HQ, FORSCOM	Phone #	(703) 325-3514
Fax #	404/464-6247	Fax #	(703) 325-1412
NSN 7540-01-317-7368		5099-101 GENERAL SERVICES ADMINISTRATION	

CFSC-INCH

30 September 1997

SUBJECT: Standard NAF Automated Contracting System (SNACS), Contract No. NAFBA1-96-C-0036

1. PURPOSE. To provide status of subject contract.

2. FACTS.

a. Subject contract was terminated on 29 September 1997 because the software failed performance testing.

b. The contract was awarded on 1 July 1996 to Procurement Automation Institute (PAI) of Arlington, VA. The software provided by PAI has been in use at the following test sites since April 1997: AMC Headquarters, CFSC-NC, Ft. McNair, and Ft. Leonard Wood.

c. SNACS is centrally funded and supported through the MWR Management Information System Steering Committee (MISSC). It is the procurement module of the MISSC automation and standardization initiative. The committee recognizes that the need for a standard automated contracting system for the MWR community is imperative. Reprocurement efforts are underway.

Gayle Buresh
Gayle Buresh/325-4836

Approved by: *Sharon Sheehan*

Hi-

Hope you'll find the time to send this out to your contracting offices and others who need to know where we are on SNACS -

Thanks -

Sharon Sheehan
Sheehan

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